

Community Supervision Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: SUPERVISION	STANDARD NO. CSS-04-102
	SUBJECT: YOUTHFUL LEVEL OF SERVICE/CASE MANAGEMENT INVENTORY (YLS/CMI)	PAGE: 1 of 3
REFERENCES: YLS/CMI Youth and Parental Interview Guides, YLS/CMI File Review, Interview Quality Assurance Checklist, Kansas YLS/CMI Scoring Key		DATE ADOPTED: 1-1-2015 DATE REVIEWED: 12-29-2014

STANDARD: Written policy, procedure and practice shall require the Community Supervision Agency to administer the YLS/CMI to juveniles as directed by this standard.

Only Community Supervision Agency staff who have attended the two and one half (2.5) day training, successfully passed all aspects of the homework and have been certified by the Division of Juvenile Services shall perform the YLS/CMI. All certified YLS/CMI users shall attend and complete any YLS/CMI refresher trainings.

Interstate Compact for Juveniles-Out of the State of Kansas (ICJ-Out) and Temporary Division of Juvenile Services custody juveniles shall not have a YLS/CMI administered.

Youth and parental interview guides shall be completed for all YLS/CMI's. All interviews with the juvenile and parent(s)/guardian(s) shall be conducted face to face. In the event the juvenile or parent(s)/guardian(s) interviews cannot be completed face to face, documentation of the circumstances must be documented in the Community Agency Supervision Information Management System (CASIMS). If an initial YLS/CMI cannot be completed for a juvenile before they are in an out of home placement, excluding local placements, the interview may be conducted via phone. The interview guides shall be placed in the juvenile's case file within five (5) days of completing the interview.

Initial YLS/CMI assessments shall be completed for Juvenile Intensive Supervised Probation (JISP), Case Management (CM) and ICJ-In juveniles within thirty (30) days of court ordered supervision or ICJ acceptance.

YLS/CMI reassessments shall be completed for JISP, CM, CR and ICJ-In juveniles no later than 180 days following the completion of the previous YLS/CMI and every 180 days thereafter.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the juvenile offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or juvenile offenders, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised juvenile offenders or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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STANDARD (cont.):

Youth committed to a Juvenile Correctional Facility (JCF) will be administered a YLS/CMI assessment at admission by JCF staff if the youth is a direct commit or a reassessment is due. Community Supervision Agency Staff shall complete the parental interview guide and forward to the Reception and Diagnostic Unit (RDU) at the Kansas Juvenile Correctional Complex (KJCC) within five (5) business days of the youth admission to the facility. JCF staff will complete a discharge YLS/CMI reassessment thirty (30) days prior to release if the youth's JCF stay will be longer than six (6) months. Community Supervision Agency Staff shall be responsible for the completion of the parental interview guide upon the request of the JCF at the time the discharge reassessment is being completed within five (5) business days of the request.

Until a YLS/CMI assessment is completed the juvenile shall be supervised on level one (1). Once a YLS/CMI assessment is completed the juvenile shall be assigned to the appropriate supervision level in accordance with contact standards. The Community Supervision Agency Supervisor may override the juvenile's supervision level by one level lower or higher.

YLS/CMI results shall be scored by the using the Kansas YLS/CMI Scoring Key and documented in CASIMS within five (5) business days of completion of the YLS/CMI interview(s). The juvenile's overall risk level shall be used to determine the corresponding supervision level.

A YLS/CMI shall not be completed on a youth that has had a YLS/CMI completed by Court Services within the past 180 days. For youth that have had a YLS/CMI completed by Court Services within the past 180 days the reassessment will be due no more than 180 days following the Court Services assessment date.

All aspects of the YLS/CMI shall be deemed confidential. The overall risk and need levels (i.e. John Doe: Moderate Risk, Criminal History Domain: High Need, Peers Domain: Low Need) may be released to parties directly related to the youth's case.

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STANDARD (cont.):

Quality assurance mechanisms regarding the YLS/CMI shall be performed by a Community Supervision Agency Supervisor for the following:

- Approval on all YLS/CMI overrides
- Ensure the YLS/CMI is being used to aid in the juvenile's supervision planning

DISCUSSION: A YLS/CMI assessment is not required for juveniles changing supervision type (i.e. JISP to CM) or for changing supervision levels.

In order for the Community Supervision Agency Supervisors to perform the quality assurance mechanisms listed in this standard it is essential that they are trained and certified as a YLS/CMI user by the Division of Juvenile Services.

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